



STATE TREASURER'S OFFICE CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	STATE TREASURER'S OFFICE	RELEASE DATE:	Friday, July 31, 2015
POSITION TITLE:	ASSISTANT DIRECTOR, PUBLIC FINANCE DIVISION	FINAL FILING DATE:	Until Filled
CEA LEVEL:	CEA B	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 8,985.00 - \$10,703.00 / Month	BULLETIN ID:	07312015_1

POSITION DESCRIPTION

Under broad administrative direction, the Assistant Director, Public Finance Division, sets policy for the Division's programs related to the Debt Issuance Section and the Conduit Financing & Investor Relations Section. Develops and implements policy related to lease revenue bonds, revenue anticipation notes, state agency revenue bonds, veterans' general obligation and revenue bonds, earthquake bonds, and debt administration activities. Provides policy guidance for the issuance of conduit revenue bonds issues by the State Treasurer's financing authorities. Represents the State Treasurer in the negotiation of bond issuance fees, underwriter compensation and bond pricing. Provides guidance and advice on matters relating to debt issuance and debt administration to the State Treasurer, the Legislature, the Executive Directors of the financing authorities, and senior officials at other state agencies. Develops policy for staff training and development, and oversees the preparation of the Division's budget.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

Or II

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

Or III

Must be a current or former nonelected exempt employee of the Executive Branch of **government** who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level A Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

CEA Level B Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level C Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

DESIRABLE QUALIFICATION(S)

Possess knowledge in or the ability to rapidly acquire knowledge in areas specific to Public Finance Division functions related to debt financing, debt administration, state credit and investor relations. This includes knowledge of federal tax laws related to tax-exempt municipal bonds, SEC disclosure requirements, securities markets practices and procedures, investment strategies, municipal bond marketing practices, and bond trustee administration principles and practices.

Possess knowledge of public financial policies and practices and expertise in budget preparation and expenditure control.

Possess knowledge of the State Budget and finances that impact the State's credit.

Possess highly developed negotiation skills, tact, diplomacy and discretion.

Possess the ability to establish and maintain effective working relationships with a wide variety of people both inside and outside of state government.

Possess the ability to meet very restrictive timeframes.

Possess the ability to set policy for and manage complex and diverse programs that demand decisiveness and leadership on issues ranging from politically sensitive state policies to the completeness and accuracy of technical detail.

Possess excellent oral and written communication skills.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **ASSISTANT DIRECTOR, PUBLIC FINANCE DIVISION**, with the **STATE TREASURER'S OFFICE**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The examination will consist of an application/resume evaluation. Interviews may be conducted if the evaluation committee or appointing power finds it necessary.

FILING INSTRUCTIONS

If interviews are held, applicants accepted into the interview are required to bring either a photo identification card or two forms of signed identification.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and

qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than three pages in length.

- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

STATE TREASURER'S OFFICE, Personnel Office
915 Capitol Mall, Room 538, Sacramento, CA 95814
Debby Silva | 916-653-7275 | dsilva@treasurer.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The STATE TREASURER'S OFFICE reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: [CEA and Exempt Appointees](#)